

**TOWN AND MUNICIPALITY OF DIGBY
INDUSTRIAL COMMISSION
(DIGBY DEVELOPMENT AGENCY)**

August 25, 2014

Municipal Board Room

Members Present: Mayor Ben Cleveland (chair)
Deputy Warden Jimmy MacAlpine (vice chair)
Warden Linda Gregory
Councillor Danny Harvieux

Staff Present: Terry Thibodeau, Municipality of Digby
Leslie Young, Executive Assistant, Town of Digby

Regrets: Linda Fraser, CAO, Municipality of Digby
Tom Ossinger, CAO, Town of Digby
Dan Harvey, Business Support Consultant

A. CALL TO ORDER

The Chair called the meeting to order at 12:00 pm.

B. Agenda

B.1 Additions/Deletions

3 Additions under New Business E.1 Meeting time E.2 Cold Storage Facility RFP and E.3 ICOE Fall Conference.

B.2 Approval

Motion:

Moved by Councillor Harvieux and seconded by Deputy Warden Jimmy MacAlpine that the agenda be approved with the additions under new business E.1 Meeting Time E.2 Cold Storage Facility RFP and E.3 ICOE Fall Conference and Community Energy Summit.

Motion Carried.

C. Minutes August 5, 2014

Motion:

Moved by Councillor Harvieux and seconded by Deputy Warden Jimmy MacAlpine that the minutes of August 5, 2014 be approved as presented.

Motion Carried.

D. Business Arising from the Minutes/Unfinished Business

Councillor Harvieux just wanted to confirm with Terry Thibodeau that he has book the ICOE conference hotels for Councillor Harvieux as well as Mayor Cleveland. And they have been booked. The conference registration has not been done for all those that are attending but can be done at anytime.

E. NEW BUSINESS

E.1 Meeting Time

Discussion ensued on a meeting time that may work for all those in attendance of the meeting. The first Tuesday of each month at 4:15 pm will be the new meeting time and date.

E.2 Cold Storage RFP

Terry Thibodeau informed the commission that only one tender was received for the Cold Storage RFP. DH Business Services was the only tender.

Motion:

Moved by Deputy Warden Jimmy MacAlpine and seconded by Councillor Harvieux that the tender for Cold Storage feasibility study be awarded to DH Business Services.

E.3 ICOE Conference and Community Energy Summit

Terry Thibodeau updated the commission that the registration for the conference was done and the individual registration can be done at a later time. The cost for individual registration is \$900.00 per person. The commission feels that during the matchmaking session that it would be more beneficial if it was done as a group rather than individuals. Discussion ensued on the promotional material that the commission is going to purchase. An inexpensive flash drive is a cost of approximately \$5.00 each and they will hold a significant amount of data. Terry will gather some material and determine the size of the data that we have and what size data stick will be required.

The date of the next meeting will be October 7th, 2014 at 4:15 PM

F. ADJOURNMENT

Motion

Call for adjournment by Deputy Warden MacAlpine and seconded by Warden Gregory at 12:55 PM

CHAIRPERSON

SECRETARY